

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Commissary Operator Trainee

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public
Location: Statewide
Hours: 1st Shift, Monday - Friday
Salary: \$38,909.00 (Annually)
Closing Date: February 11, 2014

General Experience:

Three (3) years of experience in commissary or retail merchandising, wholesale sales or warehouse operation

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year to a maximum of two (2) years. Experience as a Correction Officer may be substituted for the General Experience to a maximum of two (2) years on a one (1) year per year basis.

Special Requirement:

Applicants must have reached their 21st birthday. Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator license, a Commercial Drivers license or both.

Preferred Experience:

The preferred candidate will possess large scale retail and/or warehouse experience. Candidates should be familiar with loss prevention standards and have substantial experience in inventory control. Superior oral and written communication skills as well as computer skills are needed for this position. The ideal candidate will also have a strong background in customer service, especially as it relates to resolving customer issues. Preference will be given to those candidates who hold a valid Connecticut Drivers License and clean driving record.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at <http://www.das.state.ct.us/exam/default.asp>

**Erica Soto, HR Associate
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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.